**Job Title: Director, Marketing & Communications**

**Reports to: Executive**

**Portfolio: Communication**

**Scope of Position**

The Director, Marketing & Communications will support the Executive by developing and implementing a plan for a Games image, to include publicity, civic pride, media relations, information services for the public and Games records.

Term: November 2018 – Feb 2020.

**Key Competencies**

* Planning and organizing
* Communication
* Teamwork
* Networking and relationship building
* Resource and fiscal management
* Adaptability/flexibility

**Responsibilities**

Key Responsibilities:

* Develop and implement a plan for a Games image, publicity, civic pride, media relations, information services for the public, and Games records.
* Provide a detailed portfolio budget.
* Create a timeline for the Communications portfolio.
* Create related policies and procedures.
* Carry out the plans of the Portfolio within the approved Games timeframe, budget, policies and procedures.
* Attending essential meetings and committee meetings as required.
* Coordinate the activities of the portfolio in cooperation with the Alberta Sport Connection and the Games staff.
* Act as the Media Liaison Officer during the Games Operation Centre
* Prepare a final report.

**Qualifications**

* Minimum five years progressive experience in communications/marketing.
* Be self-motivated and goal oriented
* Ability to deal with donors, sponsors and the public, in person, on the phone and through email.
* Experience in developing and working with volunteer boards.
* Confident public speaker with the ability to engage patrons, volunteers and community organizations.
* Superior communications, interpersonal, writing and organization skills.
* Established relationships with Airdrie and area business community an asset.

**Physical Demands**

* Manual dexterity required to use desktop computers and peripherals.
* Walking and standing for extended periods of time.
* Occasional heavy lifting between 10 lbs to 30 lbs.
* Ability to work in a loud environment.
* High-stress, fast paced environment.